



RANGIORA HIGH SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING

Wednesday 26 May 2021
At 6.00pm in the Strachan Room

	Present	Simon Green Chair Karen Stewart Principal Wayne Bonnett Trustee Gillian Koster Staff Trustee Hannah Lord Student Trustee Ben Prain Trustee Darryn Ward Trustee Andrew Hodgkinson Trustee	
	In Attendance	Paul Donnelly (Associate Principal), David Lowe, (Business Manager), Rowena Mckinney (Secretary) and Kevin Roche (previous BOT secretary). Andrew Hodgkinson arrived late at 7.06pm	
	<i>Links to the BOT Annual agenda and Policy Framework were provided in the agenda document for reference purposes if required.</i>		
1.	Apologies		Action Points
	Nil		
2.	Conflicts of Interest and Register		
	Nil		
3.	Speaking Rights		
	<i>"That speaking rights be granted to Paul Donnelly, (Associate Principal), and David Lowe, (Business Manager)".</i> Moved: Chair; Carried		
4.	Briefings		
	Nil		
5.	Strategic Discussions and Decisions		
	Giving Effect to Te Tiriti o Waitangi: School Board Responsibilities as a Crown Entity PD Karen Stewart spoke regarding the need for this professional development with Simon noting that he has already attended this workshop and that it was informative. Wayne suggested that this workshop should be compulsory for board members. Karen Stewart will obtain the regional coordinator responsible for the workshop and pass this information to Simon Green		AP276 STK/SG

	who will move forward with organising a local workshop either in conjunction with Puketeraki Kahui Ako Boards or as a board individually.	
6.	Administration	
6.1	<p>Confirmation of Minutes – BOT Open Meeting of 31 March 2021</p> <p><i>A motion was made that the minutes of the meeting dated 31 March 2021 be accepted as a true and accurate record.</i></p> <p>Moved: Darryn Ward; seconded: Hannah Lord. Carried</p>	
6.2	<p>Report on the Finance and Property Committee Open Meeting of 14 April & 12 May 2021</p> <p>Wayne Bonnett noted that two finance meetings have been held since the last Board meeting. The school is still on target with the budget and is currently ahead of budget however this will change as the year progresses. He further noted that the cafeteria and farm were struggling to make budget. David Lowe further noted that the BMS needs to be replaced as the software is end of life and the server is unsupported. Costs not yet clear.</p> <p><i>A motion was made that the report be received.</i></p> <p>Moved: Wayne Bonnett; Seconded: Ben Prain. Carried</p>	
6.3	<p>Out of Zone Enrolment Number 2022</p> <p>Karen Stewart recommended that 10 places be offered for Year 9s. The recommendation noted that with a high number of Year 9 students enrolling in 2022 (approx 390)-an extra class will be required, which will create capacity for up to 10 out of zone students.</p> <p>The LightHouse Programme (LHP) has a maximum of 25 students with the 2022 projected roll being 23 students. Karen Stewart's recommendation to the Board was that no places were offered for 2022 as spaces needed to be held for in-zone students enrolling during the 2022 year; however, advice will be provided to the Board if the projection changes. If a student applies through the general ballot for an out of zone place, they will automatically be given a place in LHP.</p> <p>Darryn Ward queried the impact of International students returning on these figures - Karen Stewart indicated that these students have no bearing on the out of zone ballot process as they are fee paying.</p> <p>Simon Green asked if the school had data of how many students have left this year, which Karen Stewart will provide at the next ARTE meeting.</p> <p>RESOLUTION 2021/OP/001</p> <ol style="list-style-type: none"> <i>To accept up to 10 students at the Year 9 level - out of zone - and no students for LHP.</i> <i>The school will approach a sworn member of the police (name to be confirmed) with Gillian Koster to act as the Board representative in the ballot process.</i> <p>Moved: Chair. CARRIED</p>	AP277 STK
6.4	<p>Appointment of Returning Officer 2021 - Student BOT Representative</p> <p>The document tabled before the board is provided to students wishing to apply. The only difference in the document from last year is the dates. It was suggested that Hannah Lord speak to Ms McDonald about making a PB4L presentation to the students.</p>	AP 278 HL
6.5	MoE Guidelines - CoVid 19 - 'Staff travelling to Australia' MoE Bulletin 9 April 2021	

	These guidelines are for board members' information. Karen Stewart noted the information has been distributed to staff via newsletters and bulletin. Karen Stewart indicated that at this stage she was aware of only 2 leave requests who may be impacted by these guidelines as these were during the school term. Ultimately the onus is on the staff travelling.	
6.6	Attendance at Community Meeting Simon Green discussed the importance of the board being represented at these meetings. Karen Stewart noted the Whanui Hui meeting for Term 2 has now changed. Simon Green will attend the next Whanui Hui meeting. Gillian Koster and Karen Stewart noted they attended the PTA meetings. Calendar invites to be sent out with these dates to board members.	AP279 MKR DONE AP280 STK DONE
6.7	Farewell function for Kevin Roche It was agreed that Kevin Roche's farewell will now be held on the 17 June at 6pm at Blue Moon.	
6.8	BOT function to thank staff for their wellbeing (Oral discussion) It was decided that the Board would attend and pay for the staff dinner on the 10 June SAID day. Board members will also be represented during the dinner which is from 5-7pm. Karen Stewart has sent out a calendar invite. It was also decided that chocolate with notes will be placed in all staff pigeon holes as an additional thank you.	AP 281 MKR
6.9	Principal delegation The Board agreed that DP Julia Malcolm would act in the absence of the Principal and Associate Principal for three days in the week commencing 31 May. Moved: Chair. CARRIED	
6.10	Permission to Search Karen Stewart sought permission from the board to approve Tim Heidmann, Head of Learner Support to act with authority to conduct searches. Resolution No 2021/OP/002 <i>The Board approved Tim Heidmann to act with authority to conduct searches.</i> Moved: Gillian Koster; Seconded: Darryn Ward. CARRIED.	
7.	Monitoring	
7.1	Principal's Report Term 2 Week 4 2021 The Board received the Principal's report. Simon Green thanked Karen Stewart for sending out the ShowQuest link indicating the performance was very good. Darryn Ward agreed, noting the visual effects were really good. Wayne Bonnett asked if the standdown figures which appeared to drop and were now rising again was due to CoVid. Karen Stewart indicated that community agencies have indicated that the impact of CoVid is being seen in the community. Vaping was identified as an escalating issue nationwide. It was noted that vaping is included in the Drugs (incl Alcohol) Policy. Wayne Bonnett further asked if the Bridge Programme was going to have a good effect on numbers this year. Karen Stewart advised that is the plan but the start of the programme is delayed pending recruitment. <i>The Chair noted that the report was taken as read and be received.</i> Moved: Karen Stewart: Seconded; Ben Prain; Carried	

7.2	<p>Finance Report April 2021 (<i>ex F & P Cttee mtg 12 May 2021</i>)</p> <p>David Lowe spoke to the balance sheet noting there was nothing to draw attention in light of Wayne Bonnett's earlier discussion on Agenda 6.2. David Lowe noted an error in the Income and Expenditure report and asked that this be amended.</p> <p><i>It was agreed that the financial statements be received.</i></p> <p>Moved: Chair; Carried</p>	
7.3	<p>Annual Accounts December 2020</p> <p>David Lowe spoke to the Board regarding the school's obligations to have its annual accounts finalised by 31 May and filed with MoE. He was therefore pleased to report that the accounts have received full clearance from the auditors with no major adjustments. The only matter in the Management Letter was that the Board should consider the sustainability of a deficit budget. David Lowe asked by way of resolution for the board to delegate the principal and Board Chair to sign the statement of responsibility so that the audit can be finalised.</p> <p>RESOLUTION 2021/OP/003</p> <p><i>That the Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility and Representation Letter for the 2020 Annual Accounts on the Board's behalf when confirmation has been received that the audit has been completed.</i></p> <p>Moved: Ben Prain; Seconded: Wayne Bonnett. CARRIED.</p>	
7.4	<p>Charter & Strategic Plan 2020-2024 and Analysis of Variance 2020</p> <p>On the website and at reception for the public to view.</p>	
8.	<p>Policies</p>	
	<p>Sensitive Claims of Abuse in State Schools Procedural Policy was listed for review however it was noted this was adopted at the last meeting.</p> <p>Moved: Hannah Lord; Seconded: Karen Steward. CARRIED.</p>	
9.	<p>BOT PLD</p>	
	<p>A discussion was held relating to PLD and whether this should occur as a group or on an individual basis. Karen Stewart felt that training on <i>Giving Effect to Te Tiriti o Waitangi: School Board Responsibilities as a Crown Entity</i> and Student Achievement was important for the board. As discussed in Agenda 5.1 Simon Green will discuss at the next Kāhui Ako Board meeting to follow up.</p>	AP 282 SG
10.	<p>In- Committee Meeting</p>	
	<p>Resolution</p> <p><i>"That the public be excluded from this meeting for the consideration of Agenda Items 2, 4, 5, 6, 7, 8, and 9 of the In- Committee Agenda (Strategic Discussion and Administration, and Information Items), for the reasons contained in Clauses S9 (2) (a) Official Information and Meetings Act 1982 ("To protect the privacy of natural persons") and Clause S9 (2) (j) ("Carry on commercial and industrial negotiations") and that the meeting move In-Committee."</i></p> <p>Moved: Chair Carried</p> <p>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 7.56pm and the meeting was closed at 7.57 pm.</p>	

11.	For Information Items	
12.	Action Notes	
	<p>The action points were reviewed. It was noted that</p> <ul style="list-style-type: none"> • AP247 was unable to progress until the employment of a teacher to cover the Bridge Programme Coordinator occurred. • AP254 - Simon Green attend the next Whanui Hui Meeting on the 8 June 	
	Meeting Closure 6.53pm	
	Date of Next Meeting - BOT Meeting 30 June 2021	
	<p>Confirmed as a True and Correct record</p> <p>_____</p> <p>Simon Green, Chairperson</p> <p>Date: 30 June 2021</p>	

ACTION TABLE:

Meeting Date	No	ACTION	Responsibility	Date Due
26 June 2019	AP111	Health and Safety Report on BOT responsibilities to come back	DL	Sept Mtg WIP F/up
20 May 2020	AP201	Communications Plan Review -	STK CQ	OS assistance to be engaged
	AP208	Bring back clean copy of BOT annual agenda	KR	DONE REMOVE
19 Aug 2020	AP217	Add Maori Success as Maori report to Annual Agenda	KR	WIP
3 Sept 2020	“ “	Privacy Policy cwfd – awaiting outcome Legislation changes	SLT	WIP
16 Sept 2020	AP223	Report on Long Term Financial Plan re SIPO	DL	May 2021 Planning Day REMOVE
	AP225	Business case to BOT on app for student self-monitoring	SLT	TBC 2021

28 Oct 2020	AP231	Uniform Subcommittee to meet in Term 1 2020	BOT	Done March – next mtg June TBC
	AP233	Workplan review 2021 cfwd	KR	March 2021
9 Dec 2020	AP254	Date for PTA meetings and Whanau hui meetings in 2021	BOT	Feb TBC. DONE REMOVE
	AP247	Report back once a term on Bridge Programme	SLT	April 2021
	AP248	Bridge Programme Reporting Template to ARTE Cttee	KR	23 June Mtg
3 March 2021	AP254	Replacement BOT member co-option	BOT	SG
	AP255	Follow up action <i>HOD</i> Guidance to be officially confirmed as a “Designated Person for Child Protection”.	KR	March
	AP259	Uniform Branding Cttee Student representation	HL	Cfwd
	AP264	TOR Suspension Cttee – Update	KR	DONE remove
	AP267	BOT Policy Framework and Annual Agenda Review	STK SG to discuss	WIP
31 March 2021	AP269	Meeting of the Uniform and Branding Cttee to be confirmed in Term2 plus draft questions for consultation	TBC	May/June
	AP270	Follow up with NZSTA Tom Scollard re assistance with BOT gap identification and training	DW	April/May
	AP271	Report to 26 May BOT Meeting on Out of Zone enrolment nos for 2022	STK	May DONE REMOVE
	AP275	Sensitive Claims for Abuse in State Schools - add guidelines to Policies and ask NZSTA if they are drafting a policy	KR	April DONE. REMOVE
26 May 2021	AP276	Organisation of <i>Giving Effect to Te Tiriti o Waitangi</i> workshop (locally)	STK/SG	WIP
26 May 2021	AP277	Provide data on number of school leavers for 2021	STK	30 June BOT mtg
26 May 2021	AP278	COnduct a presentation before student body re: BOT student Rep	HL	WIP
26 May 2021	AP279	Calendar invite for Whanui Hui & PTA meetings	MKR	DONE REMOVE

26 May 2021	AP282	<i>Giving Effect to Te Tiriti o Waitangi: School Board Responsibilities as a Crown Entity</i> workshop follow up	SG	WIP
-------------	-------	--	----	-----